Facility Assessment Tool
for Meat Processing Facilities
For use by public health officials

Using Guidance from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA)

This tool is intended to assist health departments in the assessment of infection prevention and control programs and practices in meat processing facilities to make recommendations regarding COVID-19. This tool can serve as a template for assessing a facility; elements and response options can be removed or added depending on the local situation, assessment goals, and facility characteristics. Information to complete an assessment can be gathered through review of written policies and procedures, discussion with facility management and worker representatives, and direct observation if a site evaluation is planned. This tool is not intended to assess regulatory compliance. If feasible, direct observation of infection prevention and control practices is encouraged. This tool should be used by qualified public health or health and safety professionals familiar with the topics and content of the tool (assisted as needed by CDC/NIOSH project officer(s) and state or local public health entities).

Overview

Section 1: Facility and workforce characteristics

Section 2: Infection control program and infrastructure

Section 3: Guidelines and other resources

Section 4: Direct observation of facility practices

Section 1: Facility and Workforce Characteristics

Assessment details

Date(s) of assessment:	
Type of assessment:	☐ Off-site ☐ On-site ☐ Other (specify):

Facility information

Facility name:		
Type of food processed:	☐ Beef ☐ Pork ☐ Poultry ☐ Other (specify):	
Number of animals processed per day:	Normal production:	Production at time of visit:
Total number of **workers**:		
Total number of **contractors**:		
Number of **production workers**:		
Number of **production contractors**:		
Number of USDA Food Service Inspection Service (FSIS) inspectors:		
Number and types of shifts:		
Shift start, shift end, and break times:		
Names of departments in facility:		

Workforce diversity

Primary languages spoken by workforce:	☐ English	% of workforce that speak/understand and read:
	☐ Spanish	% of workforce that speak/understand and read:
	Describe others (record percentage of workers that speak each language):	
Nationalities or ethnic groups in workforce, including workers and contractors: *(useful in identifying dialects, cultural preferences for awareness)*		

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Employer-sponsored transportation	
Employer-sponsored transportation to/from work	☐ Yes, entire workforce ☐ Yes, some of the workforce ☐ No
What are other ways workers get to work?	☐ Ride-share vans ☐ Shuttle vehicles ☐ Car-pools ☐ Public transportation
Are workers able to maintain social distancing during transportation to work?	
Are workers **required** to wear cloth face coverings during employer-sponsored transportation?	
Are workers **encouraged** to wear cloth face coverings during employer-sponsored transportation?	
Employer-sponsored housing	
Employer-sponsored housing?	☐ Yes, entire workforce ☐ Yes, some of the workforce ☐ No What are ways workers get to work? ☐ Ride-share vans ☐ Shuttle vehicles ☐ Car-pools ☐ Public transportation
Other workforce characteristics	
Do workers work in other facilities of the same company? If so, which facilities?	
Do any workers come to the facility from:	☐ work release programs ☐ job share programs ☐ work exchange programs ☐ other, specify:
Union information	
Union representation	☐ Yes, entire workforce ☐ Yes, some of the workforce ☐ No
Name of union(s) and point(s) of contact for each:	
Federal, State, Local agency information	
State Public Health Veterinarian contact information	
Additional local and/or state public health authorities and other stakeholder contact information	
USDA point of contact information	
State Department of Agriculture/State Veterinarian contact information	
OSHA point of contact	
Is there any OSHA activity at the facility?	

Section 2: Infection control program and infrastructure

Elements to be assessed	Assessed?	Notes/Areas for improvement
COVID-19 Workplace Health and Safety Plan		
Workplace COVID-19 coordinators identified	☐ Yes ☐ No	
Who are the coordinators? (Provide contact information)		
What are their backgrounds?		
Plans have been developed to continue essential functions with higher than usual absenteeism	☐ Yes ☐ No	
Mechanism for monitoring and tracking absenteeism	☐ Yes ☐ No	
Mechanism for tracking when workers can return to work	☐ Yes ☐ No	
Standard operating procedures for cleaning, disinfection, and sanitization reviewed and modified as necessary for COVID-19	☐ Yes ☐ No	See Section 2, Cleaning/disinfection/sanitization for more information
Leave policies are flexible, non-punitive, and encourage ill workers to stay home	☐ Yes ☐ No	
What is the policy?		
How would taking leave affect income?		
Has the policy been consistently communicated to workers?	☐ Yes ☐ No	
Coordination with occupational safety, health, or medical professionals	☐ Yes ☐ No	
Does the facility have an on-site occupational safety and health services?	☐ Yes ☐ No	
If yes, what resources do they offer?		
If no, does the facility refer to or have a contract with off-site occupational safety and health services?	☐ Yes ☐ No	
What role, if any, are these services playing in health screening, referral for further evaluation, testing, and other policies?		
Collaboration with local and/or state public health authorities and other stakeholders	☐ Yes ☐ No	
Consulted with local and/or state guidance?	☐ Yes ☐ No	
Name and contact information for local and/or state contacts?		
Pre-shift worker and visitor health screening has been considered	☐ Yes ☐ No	See Section 2, Administrative controls for more information
Policy for managing workers with potential exposure to COVID-19	☐ Yes ☐ No	
What are the policies?		

Policy for managing workers with symptoms	☐ Yes ☐ No	
What are the procedures for a worker to report symptoms before or at work?		
Policy for managing workers with confirmed or suspected COVID-19 or COVID-19 positive test result	☐ Yes ☐ No	
What are return-to-work criteria for workers with COVID-19 (e.g., symptom-based, time-based, or test-based)? See guidance for discontinuation of isolation for persons with COVID-19 not in healthcare settings for description of these criteria.		

Engineering Controls

Workstations, production lines, and other work areas	☐ Yes ☐ No	
Is there ability to maintain social distancing ≥6 feet?	☐ Yes ☐ No	
Does the ability to maintain social distancing ≥6 feet vary by department?	☐ Yes ☐ No	
Does workstation alignment allow for worker separation (≥6 feet)?	☐ Yes ☐ No	
Are workers **not** facing one another?	☐ Yes ☐ No	
Are physical barriers, such as partitions (e.g., stainless steel, plexiglass, plastic strip curtains) in use to separate workers?	☐ Yes ☐ No	
Are barriers being disinfected?	☐ Yes ☐ No	How?
Other areas where workers may congregate • Health screening area • Hallways • Entrances/exits • Break areas • Clock in/out areas • Dining area/cafeteria • Uniform and equipment pickup area • Locker rooms • Tool sharpening area • Restrooms • PPE donning/doffing area • Smoking areas • Parking lots	☐ Yes ☐ No	
Is there ability to maintain social distancing in these areas?	☐ Yes ☐ No	If not, explain why.
Are barriers or dividers in use to physically separate workers?	☐ Yes ☐ No	
Has the number of tables in lunch or break areas been decreased and/or other building spaces (e.g., conference rooms) in use for overflow?	☐ Yes ☐ No	
Are tents being added used for overflow?	☐ Yes ☐ No	
Is the number of workers in a space at a time being limited?	☐ Yes ☐ No	
Are clock in/out stations touch-free?	☐ Yes ☐ No	
Are workers able to safely and easily access potable water in the workplace?	☐ Yes ☐ No	

Visual cues to maintain social distancing	☐ Yes ☐ No	
What methods (e.g., floor markings, signs) are used?		
Handwashing and hand sanitizer stations	☐ Yes ☐ No	
Are handwashing stations and/or hand sanitizers (ideally touchless) placed in multiple locations?	☐ Yes ☐ No	
Where are they located (e.g., all entrances, common areas)?		
Are they touch-free?	☐ Yes ☐ No	
Are they easily accessible?	☐ Yes ☐ No	
Are all stations functioning and stocked with adequate supplies (e.g., sanitizer, soap, single use paper towels)?	☐ Yes ☐ No	
Is there a mechanism to report depleted supplies?	☐ Yes ☐ No	
Are workers aware of how to report depleted supplies?	☐ Yes ☐ No	
Is there ability to maintain social distancing?	☐ Yes ☐ No	
Is additional time allotted to accommodate more frequent and thorough handwashing for each shift, during the shift, and/or between shifts?	☐ Yes ☐ No	
Ventilation	☐ Yes ☐ No	
Have personal cooling fans been eliminated?	☐ Yes ☐ No	
If pedestal fans or hard mounted fans are used, minimize air from fans blowing air from one worker directly towards another worker.		
If fans are removed, what steps are being taken to prevent heat hazards?		

Cleaning, Disinfection, Sanitization

Food production areas (including equipment)	☐ Yes ☐ No	
What disinfection/sanitization/cleaning agents are used?		
Are agents consistent with USDA and EPA recommendations?	☐ Yes ☐ No	
What is the frequency of cleaning/disinfection?		
Are products being applied at the appropriate concentration?	☐ Yes ☐ No	
Are products being applied for the appropriate contact time?	☐ Yes ☐ No	

Non-food production areas	☐ Yes ☐ No	
What disinfection/sanitization/cleaning agents are used?		
Are they consistent with EPA List N recommendations?	☐ Yes ☐ No	
What is the frequency of cleaning/disinfection?		
Are products being applied at the appropriate concentration?	☐ Yes ☐ No	
Are products being applied for the appropriate contact time?	☐ Yes ☐ No	
Targeted and more frequent cleaning of high-touch surfaces including common areas, frequently touched surfaces, and physical barriers (if present)	☐ Yes ☐ No	
What surfaces are receiving additional cleaning/disinfection?		
What is the schedule for this cleaning?		
Are products being applied at the appropriate concentration?	☐ Yes ☐ No	
Are products being applied for the appropriate contact time?	☐ Yes ☐ No	
Enhanced cleaning and disinfection after persons with suspected or confirmed COVID-19 have been in the facility	☐ Yes ☐ No	
What policies and procedures are in place?		
Hazard assessment performed for cleaning and disinfection tasks	☐ Yes ☐ No	
Are protections in place to protect workers who perform cleaning and disinfection tasks from chemical hazards posed by disinfectants?	☐ Yes ☐ No	
Are they wearing PPE appropriate for these tasks?	☐ Yes ☐ No	
Administrative Controls		
Pre-shift worker / visitor health screening	☐ Yes ☐ No	
Is screening completed prior to entry into the facility?	☐ Yes ☐ No	
Who performs the screening?		
Have screeners been appropriately trained?	☐ Yes ☐ No	
Are screeners wearing appropriate PPE?	☐ Yes ☐ No	
Does screening include every person prior to building entry, including visitors and workers who arrive early or late or through other entrances?	☐ Yes ☐ No	
What information is assessed (See General Business Frequently Asked Questions)?		
Are temperatures being checked?	☐ Yes ☐ No	

Is secondary screening done for those with fever or reported symptoms?	☐ Yes ☐ No	
• What does it include?		
• Who performs it?		
• Where is it done?		
Is social distancing between individuals awaiting screening being maintained during the process?	☐ Yes ☐ No	
Is social distancing being practiced during screening, wherever possible?	☐ Yes ☐ No	
How are workers who screen affirmatively managed?		
Are privacy practices in place, wherever possible?	☐ Yes ☐ No	
Is confidentiality maintained as required by the Americans with Disabilities Act (ADA)?	☐ Yes ☐ No	
Physical distancing coaches	☐ Yes ☐ No	
Are they being used?	☐ Yes ☐ No	
If so, are they effective?	☐ Yes ☐ No	
Training and communication	☐ Yes ☐ No	
What is the mode of delivery (e.g., online, written materials, beginning of shift updates)?		
What topics are covered?		
What languages are used?		
Who are the interpreters?		
Is there any signage?	☐ Yes ☐ No	
Where is signage placed?		
What topics are covered via signage?		
Personal Protective Equipment (PPE) and Source Control		
PPE for usual job duties	☐ Yes ☐ No	
What types of PPE are required for which job tasks (disposable vs. reusable, material, style)?		
• Eye protection, type or style (e.g., goggles, face shield, safety glasses):		
• Gloves, type:		
• Respirator, type:		
• Other facial covering, type (e.g., face shield):		
• Gown/coveralls/apron, type:		
• Other, type:		

PPE use	☐ Yes ☐ No	
Have workers received training on the following topics in language they can understand?		
• When to use PPE	☐ Yes ☐ No	
• What PPE is necessary	☐ Yes ☐ No	
• How to put on, use, take off, dispose of, and maintain PPE	☐ Yes ☐ No	
• Limitations of PPE	☐ Yes ☐ No	
Are there markings and signs for PPE donning/doffing procedures?	☐ Yes ☐ No	
Is hand hygiene stressed before and after handling all PPE?	☐ Yes ☐ No	
Are workers wearing PPE correctly?	☐ Yes ☐ No	
PPE use during cleaning/sanitizing/disinfecting	☐ Yes ☐ No	
Have workers received training on the following topics in language they can understand?		
• When to use PPE	☐ Yes ☐ No	
• What PPE is necessary (based off manufacturer's recommendations)	☐ Yes ☐ No	
• How to put on, use, take off, dispose of, and maintain PPE	☐ Yes ☐ No	
• Limitations of PPE	☐ Yes ☐ No	
Are there markings and signs for PPE donning/doffing procedures?	☐ Yes ☐ No	
Is hand hygiene stressed before and after handling all PPE?	☐ Yes ☐ No	
Are workers wearing PPE correctly?	☐ Yes ☐ No	
Reusable PPE cleaning and disinfection	☐ Yes ☐ No	
How is reusable PPE and equipment being cleaned and disinfected?		
How often?		
Is reusable PPE stored in a clean location at the facility (not taken home) when not in use?	☐ Yes ☐ No	
If required specifically for COVID-19, PPE/ facemasks/face shields are being provided by the facility	☐ Yes ☐ No	
What types of PPE/facemasks/face shields are provided?		
Is there an area for donning and doffing?	☐ Yes ☐ No	
Is hand hygiene stressed before and after handling?	☐ Yes ☐ No	
Are there challenges in sourcing PPE?	☐ Yes ☐ No	

Cloth face covering use	☐ Yes ☐ No	
What is the facility's policy for cloth face coverings?		
In which parts of the facility are they being used?		
Are they being replaced when they are contaminated?	☐ Yes ☐ No	
Are laundered cloth face coverings provided at least daily?	☐ Yes ☐ No	
Is there a mechanism for reporting supplies are low?	☐ Yes ☐ No	
Are workers instructed about the need to launder them routinely, depending on the frequency of use?	☐ Yes ☐ No	
Do they interfere with PPE or performing job tasks?	☐ Yes ☐ No	
If causing interference, how has that been addressed?		

CDC COVID-19 website
www.cdc.gov/coronavirus/2019-ncov/

CDC/OSHA Interim Guidance for Meat and Poultry Processing Workers and Employers
https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/meat-poultry-processing-workers-employers.html

COVID-19 Among Workers in Meat and Poultry Processing Facilities – 19 States, April 20, 2020
http://dx.doi.org/10.15585/mmwr.mm6918e3

CDC Interim Guidance for Businesses and Employers: Plan, Prepare and Respond to Coronavirus Disease 2019
www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

CDC Recommendations for Cloth Face Covers
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

CDC Tools for Cross-Cultural Communication and Language Access
https://www.cdc.gov/healthliteracy/culture.html

NIOSH Coronavirus Disease 2019 website
www.cdc.gov/niosh/emres/2019_ncov.html

CDCINFO 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | website: www.cdc.gov/info

OSHA COVID-19 website
www.osha.gov/SLTC/covid-19/controlprevention.html

OSHA Meatpacking website
https://www.osha.gov/SLTC/meatpacking/index.html

OSHA Poultry Processing website
https://www.osha.gov/SLTC/poultryprocessing/index.html

FDA What to Do if You Have COVID-19 Confirmed Positive or Exposed Workers in Your Food Production, Storage, or Distribution Operations Regulated by FDA
https://www.fda.gov/food/food-safety-during-emergencies/what-do-if-you-have-covid-19-confirmed-positive-or-exposed-workers-your-food-production-storage-or

EPA List N Disinfectants for use against SARS-COV-2
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

United States Animal Health Association contact list of state animal health officials
https://www.usaha.org/saho

National Association of State Public Health Veterinarians (NASPHV) contact list
www.nasphv.org/Documents/StatePublicHealthVeterinariansByState.pdf

Section 4: Direct observation of facility practices

This section is intended as a guide to topics and facility areas for direct observation during an on-site evaluation of infection prevention and control practices at meat processing facilities. This chart (on the next page) can help guide collection of information to supplement Section 3. It is not meant to be an exhaustive list **and can be modified based on local guidance in place and characteristics of the facility being assessed**. For example, there might be no work going on during the site visit or other topics or areas of interest (e.g., specific departments or production areas).

Consider assessment of specific areas of the facility at the following times:

- Shift start and end
- During health screening
- Mealtimes
- Breaks
- During production
- During cleaning and disinfection

	Health Screening Area[1] (if present)		Entrance/Exits Clock In/Out Areas[1]		Uniform & Equipment Pickup Area		Tool Sharpening Area		Production Area		Break Areas, Dining Areas, Cafeterias[2]		Locker Rooms, Restrooms		Other Areas: Parking Lot, Smoking Areas (as needed)	
Adherence to Social Distancing	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
Cues to maintain social distancing *Clearly visible?* *Languages?*	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No
Cleaning and disinfection practices	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
Communications about COVID-19 and worker safety and health *Topics?* *Languages?*	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
Availability of hand hygiene supplies and opportunities for use	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
PPE use *Type(s)?* *Correct use?*	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No	☐ Yes ☐ Yes	☐ No ☐ No
Cloth face covering use	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No

[1]Consider evaluating during shift changes; [2]Consider evaluating during mealtimes and breaks

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